

DO NOT COMPLETE – FOR BOARD USE ONLY

FEE PAID: \$ _____	DEPOSIT DATE: _____	<input type="checkbox"/> Check <input type="checkbox"/> Charge	Proc By: _____
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2009 RENEWAL APPLICATION

LICENSE #: _____

NAME: _____

MAILING ADDRESS: _____

RENEWAL FEES	
GENERAL CERTIFIED	\$275.00
RESIDENTIAL CERTIFIED	\$275.00
STATE LICENSED	\$275.00
PROVISIONAL (TRAINEE)	\$250.00
RENEWALS POSTMARKED <u>AFTER</u> JUNE 1, 2009 WILL PAY AN ADDITIONAL \$50 LATE FEE.	

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Since filing your 2008 renewal or the original issue date of your Kansas license/certificate, have you had your real estate appraiser license or certification suspended, revoked, placed on probation, or otherwise disciplined in a jurisdiction other than Kansas? (If answered "yes," you must attach a detailed explanation of the action taken, the state in which it was taken and if all requirements of the disciplinary action have been met.)
<input type="checkbox"/>	<input type="checkbox"/>	Since filing your 2008 renewal or the original issue date of your Kansas license/certificate, have you pled guilty or nolo contendere to, or had a conviction of: (A) forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud or any other similar offense; (B) a crime involving moral turpitude; or (C) any felony charge. (If answered "yes," you must attach a detailed explanation of the action taken, the state in which it was taken and if a final judgment has been made.)
<input type="checkbox"/>	<input type="checkbox"/>	To your knowledge, is there a disciplinary action being investigated or pending against you in a jurisdiction other than Kansas? (If answered "yes," you must attach a detailed explanation of the complaint, the state in which it was filed and the current status of same.)
<input type="checkbox"/>	<input type="checkbox"/>	Since filing your 2008 renewal or the original issue date of your Kansas license/certificate, has a final civil judgment been entered against you on the grounds of financial misrepresentation or deceit in the making of any appraisal of real property? (If answered "yes," you must attach a detailed explanation of the civil action taken, the state in which it was taken and a copy of the judgment.)

CONTINUING EDUCATION LOG

SEE INSTRUCTIONS ON REVERSE FOR COMPLETING THE LOG

DATE COMPLETED	ON-LINE OR CLASSROOM	LOCATION (CLASSROOM ONLY)	PROVIDER	COURSE TITLE	HOURS
				USPAP UPDATE COURSE (REQUIRED)	7

I HEREBY ATTEST THAT THE FOREGOING STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

DATE SIGNED _____

SIGNATURE OF APPRAISER _____

<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER																					
EXPIRATION:		MONTH	<input type="text"/>	<input type="text"/>	YEAR:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	AMOUNT OF CHARGE: \$ _____											
PRINT CARDHOLDER'S NAME _____										CARDHOLDER'S SIGNATURE _____											

RENEWAL INSTRUCTIONS

CONTINUING EDUCATION REQUIREMENTS

All appraisers originally licensed in Kansas on or prior to December 28, 2008, will be required to log 28 hours of approved continuing education, completed on or after July 1, 2007 **or** your original Kansas license date (whichever is later). Your original license date in Kansas has been noted under your name and address on the face of the renewal application. Of the 28 hours, 7 must be in the USPAP Update course. You will note that an entry has already been made on the Continuing Education Log for the USPAP Update course...simply complete the first four (4) fields. While you may use the 15-hour tested USPAP course as continuing education, it **will not** meet the renewal USPAP requirement and the 7-hour Update course must still be completed.

- DO NOT attach copies of your certificates of completion. These are submitted **only** if you are audited.
- While we understand that there may not be enough room provided to log all of your courses, **do not** submit printouts that are not formatted to match the renewal log.
- DO NOT log courses completed prior to July 1, 2007 or prior to your first license date in Kansas.
- **PLEASE** print or type.
- Verify the course information you have logged against your certificates of completion prior to submitting the renewal.

COMPLETING THE CONTINUING EDUCATION LOG

- Date Completed: Use the following format: MM/DD/YYYY
- On-Line or Classroom: Show OL for On-Line or C for Classroom
- Location: This need be completed **only** for classroom courses. Show **both** city and state.
- Provider: Show the name of the school or organization who taught the course (this is not necessarily the same as the name of the course "sponsor.")
- Hours: The number of hours the course was approved for.

CONTINUING EDUCATION AUDITS

All Kansas appraisers are subject to the post-renewal continuing education audit. A cross-section of 20% of provisional, state licensed, certified residential, and certified general appraisers are selected for audit. Audit notices generally mail the first week of July and your response is required within 14 days. Follow-up audits are sent at the end of July, August, and September to include those appraisers renewing after the current expiration date.

SUBMITTING YOUR RENEWAL

- To be considered "on-time," your properly completed renewal application and fee must be postmarked no later than June 1, 2009 (as May 31 falls on a Sunday). Renewals post-marked, faxed, e-mailed, or walked-in after June 1 will and additional \$50 late fee.
- If you are paying by check, make it payable to THE KANSAS REAL ESTATE APPRAISAL BOARD or KREAB.
- **REVIEW YOUR APPLICATION AND CHECK/CHARGE AUTHORIZATION PRIOR TO SUBMITTING.** The following are some of the most common reasons for return of a renewal:
 - Failure to answer all questions or failed to provide the additional information required for each question answered "yes."
 - Failure to sign and date the application.
 - Failure to properly log the required continuing education.
 - Failure to submit the appropriate fee or to properly complete and sign the charge authorization.
- Renewals may be submitted to the Board via mail, fax, or e-mail.

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